

STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES
Division of Forestry and Wildlife
Honolulu, Hawaii 96813
September 12, 2008

Chairperson and Members
Board of Land and Natural Resources
State of Hawaii
Honolulu, Hawaii

Land Board Members:

SUBJECT: REQUEST APPROVAL TO CONTRACT WITH MS. JACQUELINE KIM YUK RALYA TO COORDINATE THE FEDERALLY FUNDED VOLUNTEER/TECHNICAL ASSISTANCE FUNCTION OF THE URBAN & COMMUNITY FORESTRY PROGRAM FOR THE DIVISION OF FORESTRY AND WILDLIFE.

Congress enacted legislation to create the Urban and Community Forestry Program as part of the Forestry Title of the 1990 Farm Bill. This Bill expanded the authority of the USDA Forest Service to work with state forestry agencies to assist local community groups with Urban tree planting and beautification projects. Since 1991, the USDA Forest Service, through the Cooperative Forestry Act of 1978 as amended (PL 95-313), and the DLNR Division of Forestry and Wildlife have successfully made Urban & Community Forestry grants available to community groups and institutions throughout Hawaii.

Although it has been successful in providing financial assistance to community groups, the Division of Forestry and Wildlife has historically had difficulty providing technical service and capacity building-related project assistance to groups needing help with their community tree planting projects. Ms. Jacqueline Ralya was initially contracted in June 1999 to coordinate the volunteer and technical assistance functions of the Divisions Urban Forestry Program, also known as Kaulunani. This position is very important in order to implement this federal Urban and Community Forestry Program and she has, during the past five years, assisted many community groups to achieve an array of community forestry objectives. Ms. Ralya and Ms. Trueman-Madriaga, who is the Kaulunani Program Coordinator, have proven to be an effective team. Ms Ralya's current contract term expires October 2008.

Ms. Ralya will be assisting the Program Coordinator with drafting and implementation of a new 5-year Urban and Community Forestry Strategic Plan. Her primary task, however, is to search out interested groups, field all new sub-grant proposals, provide technical support to help communities develop projects and proposals for approval by the Kaulunani Council, and advise the Council on the technical aspects of project proposals during the quarterly review meetings.

She will also monitor all tree-planting projects to ensure that trees are properly maintained after planting and deliver regular reports on the status of all projects to the Kaulunani Council.

The Department has received Governor Lingle's approval to contract these services on April 24, 2008 and the Department of Budget and Finance approved it on April 23, 2008 (attachment 1). DOFAW followed the "Request For Proposals" procurement procedures by placing the RFP (attachment 2) on the State Procurement Notice website from www4.hawaii.gov/bidapps/ShowBids.cfm?StartRow=101. Ms. Ralya was the only applicant and was selected to continue providing services for the State for fiscal years 2009 and 2010.

Funding for the Urban and Community Forestry Program has been granted by the USDA, Forest Service and has remained at a level that allows for this position; therefore this contract will cover a period of two years. The contract agreement will clearly state that federal funds to be paid by the state to Ms. Ralya shall be made subject to appropriations on an annual basis in the amount of \$61,529.

RECOMMENDATION:

That the Board approves the issuance of a two-year contract with Ms. Jacqueline Ralya for \$123,058 to coordinate the volunteer/technical assistance function of the Urban and Community Forestry Program for the State of Hawaii subject to the following:

- 1) Availability of Federal funds.
- 2) Review and approval as to form of the contract by the Department of the Attorney General.
- 3) Authorize the Chairperson to negotiate and execute the contract based on the terms and conditions in the attached RFP as per the Attorney General recommendations.

Respectfully submitted,



PAUL CONRY,
Administrator

Attachments

APPROVED FOR SUBMITTAL:



LAURA H. THIELEN, Chairperson
Board of Land and Natural Resources